Wisconsin's Longitudinal Data System
Quick Start Guide

This document explains how to get started using the Longitudinal Data System secure applications.

Before you Begin: Wisconsin User ID (WAMS ID)

Who needs a WAMS ID? Everyone! You can't proceed without one. If you are not sure if you have one or need more information about getting one, visit WAMS Information.

For additional resources and detailed information please visit the LDS Homepage or email ldshelp@dpi.wi.gov.

I am a District Superintendent and I want to…

Gain access to the LDS for the first time.
1) Get a WAMS ID (see above).
2) Request access from DPI to use Access Manager
    a. Complete and submit the District Superintendent Authorization Form.
    b. Email form to ldshelp@dpi.wi.gov.
Once the form is received and processed, you will receive an email with further instructions.

Delegate LDS administrative responsibilities to someone else in my district.
1) You can identify an *initial* delegate on the Superintendent Authorization Form when you request access to LDS (see above).
2) Otherwise, you need to use the LDS Access Manager to delegate administration. Please review Access Manager Information before using the tool.
3) Log in to LDS Secure Home using your WAMS ID and select *LDS Access Manager*.
4) Select *Delegate Administration* from the menu bar at the top.
5) Select *Add Administrator* and search for your new administrator. (Yes, that person must have a WAMS ID.)

Revoke LDS administrative responsibilities from someone else in my district.
1) You need to use the LDS Access Manager to revoke delegated administration. Please review Access Manager Information before using the tool.
2) Log in to LDS Secure Home using your WAMS ID and select *LDS Access Manager*.
3) Select *Delegate Administration* from the menu bar at the top.
4) Select *Revoke* next to the administrator you wish to remove.

Try out the Multi-Dimensional Analytics Tool (MDAT) myself.
1) You need to give yourself access to MDAT using LDS Access Manager (or ask your Delegated LDS Security Administrator to do this for you).
2) Log in to LDS Secure Home using your WAMS ID and select *LDS Access Manager*.
3) Select Manage Access from the menu bar at the top.
4) Select *Add User,* enter your own name, and select *Search*.
5) Click *Select* next to your name (or another new user's name) in the results.

6) Select the school(s)—or district-wide—for which you require access. MDAT is the application to select, and you should assign yourself a role appropriate for the data you have a legitimate educational need to view for each school, or for the district.

Allow others to use MDAT to access LDS data for my district.
> The steps you follow are the same as explained below for the District LDS Security Administrator.

I am a District LDS Security Administrator, and I want to…

Allow others to use MDAT to access LDS data for my district.
1) The use of MDAT is controlled using the LDS Access Manager. Please review Access Manager Information before using the tool.
2) Log in to LDS Secure Home using your WAMS ID and select *LDS Access Manager*.
3) Select *Manage Access* from the menu bar at the top.
4) Select *edit* next to the desired user in the result list. Follow the instructions on the Edit User Profile panel.
5) If the user is not already listed, select *Add User*, enter the user's name and select *Search*. If the user is new to LDS, you will need to click *Extended Search*.
6) Find the name in the results and click Select next to it.
7) Select the school(s)—or district-wide—for which you require access. MDAT is the application to select, and you should assign yourself a role appropriate for the data you have a legitimate educational need to view for each school, or for the district.

Allow others to use MDAT Training to practice using the tool.
1) Use of MDAT Training is controlled using the LDS Access Manager. Please review Access Manager Information before using the tool.
1) Follow the instructions above for allowing others to access MDAT. In the Edit User Profile or Authorize Additional User panels, select the application MDAT Training instead of MDAT. Select any school since the fictitious data used is not specifically for your district and are not actual students.
2) Begin using MDAT Training. Note that the data used is not for your district and are not actual students. Tier assignments vary among the fictitious districts and schools.

Try out the Multi-Dimensional Analytics Tool (MDAT) myself.
> The steps are the same as for the District Superintendent (see above).

I am a district user (principal, teacher, others) and I want to…

Request access to the LDS to analyze my student's achievements.
1) Interested district personnel with a legitimate educational need to access and analyze confidential, secured student data can request access to use MDAT.
2) Get a WAMS ID (see above).
3) <u>After</u> you receive your WAMS ID, contact your District LDS Security Administrator or Superintendent explaining your need.

Begin using MDAT.
1) It is important to have an understanding of the purpose and basic functionality of MDAT prior to using the application. Please review [MDAT Information](#) before using the tool.
2) Log in to LDS Secure Home and select *MDAT*.
3) Review the privacy information. If you agree to the confidentiality commitment, you may…
4) Begin using MDAT!

Help others learn to use MDAT.
3) Contact your District LDS Security Administrator or Superintendent and request access to MDAT Training.
4) Once access has been given, Log in to LDS Secure Home and select *MDAT Training*.
5) Review the privacy information. If you agree to the confidentiality commitment, you may…
6) Begin using MDAT Training! Note that the fictitious data used is not specifically for your district and are not actual students. Tier assignments vary among the fictitious districts and schools.